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CITY OF HOUSTON

Job Posting

Applications accepted **ALL PERSONS INTERESTED**

Job Classification **Posting Number** Department Division Section **Reporting Location**

DIVISION MANAGER (EXECUTIVE LEVEL) PN# 102149 **Health & Human Services Department Neighborhood Services** Lyons and Magnolia Health Centers **VARIOUS**

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES**

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects.

CORE FUNCTIONS

- Oversees quality improvement activities for the health center.
- Ensures that operational goals of the health center are met.
- Manages and directs service delivery activities of the health center to ensure quality and efficient services.
- Oversees and manages facility, budget and inventory activities for the health center.
- Manages and supervises staff of the health center.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Workdays & Hours

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

- Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity.
- A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two (2) years of experience.
- Directly related professional experience may be substituted for the education requirement on a year-for-year

MINIMUM LICENSE REQUIREMENTS 13

Must have a valid Texas Driver's License in compliance with the City of Houston policy on driving (AP 2-2).

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- Knowledge of public health programs and practices.
- Experience managing a health care facility.
- Strong leadership and people skills.

SELECTION/SKILLS TESTS REQUIRED 15 None

16 SAFETY IMPACT POSITION □ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

GENERAL FUNDED POSITION 17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 29</u> \$1,885 - \$2,639 Biweekly \$49,010 - \$68,614 \$49,010 - \$68,614 Annually

OPENING DATE December 22, 2004 18

CLOSING DATE Open Until Filled 19

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.

An equal opportunity employer